

Visual Arts

National Endowment
for the Arts



Fiscal Year 1980

Application Deadline Calendar

The National Endowment for the Arts, an independent agency of the federal government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

The major goals of the Endowment are to encourage the creative development of our nation's finest talent, to strengthen cultural organizations, to make the arts more widely available to Americans, and to preserve our cultural heritage.

February 1979

Grant Category	Deadlines	Announcement of Rejection or Grant Award	Project Beginning Dates
Artists' Fellowships	October 15, 1979	July 1980	August 1980
Photographers' Fellowships	April 3, 1979	October 1979	November 1979
Critics' Fellowships	May 1, 1979	October 1979	November 1979
Craftsmen's Fellowships	December 20, 1979	July 1980	August 1980
Crafts Projects	December 20, 1979	July 1980	August 1980
Crafts Apprenticeships	September 3, 1979	April 1980	May 1980
Art in Public Places/ Planning Grants for Artists	June 30, 1979	January 1980	February 1980
Building Arts	January 2, 1980	June 1980	July 1980
Artists Spaces	September 28, 1979	April 1980	May 1980
Art in Public Places	** January 15, 1980	June 1980	July 1980
Services to the Field	December 3, 1979	June 1980	July 1980
Photography Exhibitions	December 3, 1979	June 1980	July 1980
Photography Publications	December 3, 1979	June 1980	July 1980
Photography Surveys	September 28, 1979	April 1980	May 1980
Crafts Exhibitions	September 28, 1979	April 1980	May 1980
Crafts Workshops and Master Classes	September 28, 1979	April 1980	May 1980
Artists, Critics, Photographers and Craftsmen in Residence	Applications are accepted and reviewed throughout the year.		

** Letters of Intent are due June 30, 1979 prior to submitting a formal application.

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Introduction

The Visual Arts Program of the National Endowment for the Arts assists artists, craftsmen, photographers, and critics of exceptional talent.

The program awards fellowships to individuals working in a wide range of artistic styles and media. It also makes grants to non-profit tax-exempt organizations that assist visual artists.

For the purpose of this booklet, "visual artist" is defined as an artist, craftsman, or photographer. The word "artist" refers specifically to painters, sculptors, printmakers, artists specializing in drawing, video artists, conceptual artists, environmental artists, and performing artists. Generally, visual artists must be working professionals in order to receive Endowment funds.

The Visual Arts Program awards grants to arts organizations, universities, local governments, state arts agencies, and other non profit, tax-exempt organizations. Grants help support:

- Artists spaces (formerly workshops/alternative spaces)
- Art in public places
- Individual research and planning for public art
- Artists, critics, photographers, and craftsmen in residence
- Photography exhibitions and accompanying catalogues
- Photography publications
- Photography surveys
- Crafts workshops and master classes
- Crafts exhibitions and accompanying catalogues
- Crafts projects for individuals
- Individual planning and research in the building arts
- Services to the field

Grants to Individuals

Artists' Fellowships

(Painting, sculpture, printmaking, drawing, video, conceptual, performance)

To enable artists to set aside time and purchase materials and generally to advance their careers as they see fit.

Eligibility

Painters, sculptors, printmakers, conceptual artists, artists specializing in drawing, and performance and video artists working within a visual arts context. Artists of exceptional talent of any age or aesthetic persuasion may apply. (Students are not eligible.)

Grant amount

\$10,000.

The panel will recommend a limited number of \$3,000 fellowships for emerging artists.

Deadline and announcement dates

Applications must be postmarked no later than October 15, 1979. Applicants should not anticipate notification of awards or rejections before July 1980.

Period of activity should not be scheduled to begin before August of 1980 and should be carried out during the succeeding twelve months.

Application procedure

Due to increasing volume of applications in the fellowship categories and our intent to return all slides submitted to us, we would appreciate your cooperation in carefully following the instructions below. Please read the instructions given on page 22 in order to complete the forms entitled Individual Grant Application NEA-2 (Rev.). In addition, complete the white cards and return them with your application.

Fellowship applications must be mailed to:

Grants Office
Artists' Fellowships

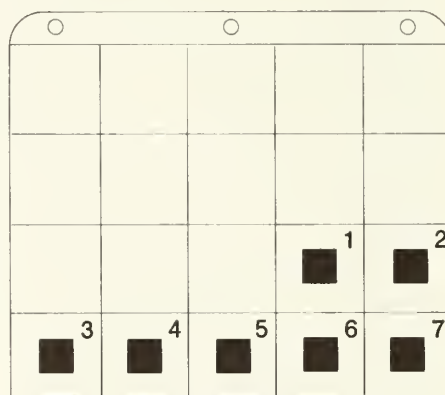
Mail Stop 701

National Endowment for the Arts

2401 E Street, N.W.

Washington, D.C. 20506

Not more than seven slides of your work should be submitted. All slides should be 35mm (suitable for carousel projection) and must be placed in a 9" x 11" clear plastic sheet for safe handling and easy return. Arrangement of slides must be as follows:



Do not submit glass slides.

Please indicate on each slide:

- name of artist
- title of work
- date of work
- medium
- top of work
- dimension in inches (height preceding width preceding depth).

Slides of recent work should be submitted. When surface is an important concern, a detailed view should be included among your seven slides.

Slides will be returned. Every effort will be made to handle this material with care; however, the Endowment cannot be responsible for any damage or loss that may occur in the mail.

The application may be supplemented with not more than two catalogues of recent exhibitions and/or no more than three reviews of recent work. Such material must accompany the application and will not be accepted if sent separately.

Conceptual and performance work should be appropriately documented. Video artists should send one videotape of their work, either one-half inch reel to reel or three-fourths inch cassette.

Mark a point on the tape reel indicating the beginning of a segment totalling no more than 10 minutes which you would like the panel to view in the first screening.

Videotapes will be returned. They should be labeled "Visual Arts Program" on the envelope as well as on the tape itself. Extreme care will be taken while tapes are in the possession of the Visual Arts Program, but we cannot be responsible for any loss or damage which may occur in mailing.

Although fellowships are made not for specific projects but to buy time and materials, you may indicate to the panel specific plans or projects on a single (8½" x 11") sheet attached to your application.

Applications which are not accompanied by slides or appropriate documentation are considered incomplete and will be recommended for rejection.

Artists should submit only one application (in triplicate) under the artists' fellowship program.

Photographers' Fellowships

To enable photographers to set aside time and purchase materials and generally advance their careers as they see fit.

Eligibility

Photographers of exceptional talent of any age or aesthetic persuasion. Artists employing photography as the primary consideration in their work also may apply. (Students are not eligible.)

Grant amount

\$10,000.

The panel may also recommend a limited number of \$3,000 fellowships for emerging artists.

Deadline and announcement dates

Applications must be postmarked no later than April 3, 1979. Applicants should not anticipate notification of awards or rejections before October 1979.

Period of activity should not be scheduled to begin before November 1979 and generally should be carried out during the succeeding twelve months.

Application procedure

Please read carefully the following information and then review the instructions given on page 22 in order to complete the forms entitled Individual Grant Application NEA-2 (Rev.). In addition, complete the white cards and return them with your application.

Fellowship applications must be mailed to:

Grants Office
Photographers' Fellowships
Mail Stop 701
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Up to ten photographs or slides should be submitted with your application. They will be returned. Recent work should be emphasized.

While every effort will be made to insure safe handling of portfolios, the Endowment will not be responsible for any loss or damage. We urge you to exercise extreme care in packaging and labeling all materials sent through the mail. Your name, address, and the date of the work must appear on the back of each photograph submitted.

Because of difficulties in handling, portfolio boxes must not exceed 20" x 24". Packages exceeding this size will be returned without panel review. Do not send crates. Framed photographs will not be accepted.

All slides should be 35mm (suitable for carousel projection) and must be placed in a 9" x 11" clear plastic sheet for safe handling and easy return. Arrangement of slides must be as follows:

1	2	3	4	5
6	7	8	9	10

Do not submit glass slides. Please indicate on each slide:

- name of photographer
- title of work
- date of work
- top of the work
- dimension in inches (height preceding width preceding depth).

The application may be supplemented with not more than two catalogues of recent exhibitions and not more than three reviews of recent work. Such material must accompany the portfolio.

Although fellowships are not made for specific projects but to buy time and materials, you may indicate to the panel specific plans or projects on a single (8½" x 11") sheet attached to your application.

Applications which are not accompanied by slides or photographs are considered incomplete and will be recommended for rejection.

Craftsmen's Fellowships

To enable craftsmen to set aside time and purchase materials and generally advance their careers as they see fit.

Eligibility

Professional craftsmen of exceptional talent and demonstrated ability of any age or aesthetic persuasion. (Students are not eligible. Applicants for Crafts Fellowships are not eligible to apply for Crafts Projects).

Grant amount

\$10,000.

A limited number of \$3,000 fellowships may be recommended by the panel.

Deadline and announcement dates

Applications must be postmarked no later than December 20, 1979.

Applicants should not anticipate notification of awards or rejections before July 1980.

Period of activity should not be scheduled to begin before August 1980 and should be carried out during the succeeding twelve months.

Application procedure

Slides will be returned to the applicant after they have been reviewed. While every effort will be made to handle the material with care, the Endowment cannot be responsible for any loss or damage which may occur in the mail. To insure safe return of your slides, we would appreciate your cooperation in carefully following the instructions below.

Please read the instructions given on page 22 in order to complete the forms entitled Individual Grant Application NEA-2 (Rev.). In addition, complete the Crafts Supplementary Information Sheet and the white cards and return them with your application.

Fellowship applications must be mailed to:

Grants Office
Craftsmen's Fellowships
Mail Stop 701
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Panel recommendation is primarily based on slide review. We therefore advise care in the selection of the slides you submit. Slides will be reviewed in two sections:

A. Works in which the thrust is toward experimental aesthetic exploration. While works of this nature may fulfill a function, the artist considers the function to be of secondary importance.

B. Work in which function is of prime importance.

Indicate on the white cards in the back of this booklet the section in which you want your work to be reviewed.

Ten slides of your recent work should be submitted. When surface is an important concern, detailed views should be included.

All slides should be 35mm (suitable for carousel projection) and must be placed in a 9" x 11" clear plastic sheet for safe handling and easy return. Arrangement of slides must be as follows:

			1	2
3	4	5	6	7

Do not submit glass slides.

Please indicate on each slide:

- name of craftsman
- title of work
- date of work
- medium
- top of work
- dimension in inches (height preceding width preceding depth).

The application may be supplemented with not more than two catalogues and/or reviews of recent work. You may also submit a brief statement explaining your current work. Such material must accompany the application and will not be accepted if sent separately.

Applications which are not accompanied by slides are considered incomplete and will be recommended for rejection.

Crafts Projects

To enable craftsmen of exceptional talent to carry out specific projects. These grants usually for projects of short duration may be used for travel, research and experimentation or other important activities that advance their careers.

Eligibility

Craftsmen of any age or aesthetic persuasion may apply. (Applicants for Crafts Projects are not eligible to apply for Craftsmen's Fellowships.)

Grant amounts

Grants up to \$3,000 will be awarded.

Deadline and announcement dates

Applications must be postmarked no later than December 20, 1979.

Applicants should not anticipate notification of awards or rejections before July 1980. Period of activity should not be scheduled to begin before August 1980 and should be carried out during the succeeding twelve months.

Application procedure

Please read the instructions given on page 22 in order to complete the forms entitled Individual Grant Application NEA-2 (Rev.). In addition complete the Crafts Supplementary Information Sheet and the white cards and return them with your application. Applications must be mailed to:

Grants Office
Crafts Projects
Mail Stop 500
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Submit ten slides of your recent work. (For instructions on how to submit slides, see page 22.)

When special qualities of an artwork are an important concern and require closer examination, include details among your 10 slides.

In the space for career summary, describe your project and explain how you feel it will advance your career. A project budget and a resume must be included with the application.

The application may be supplemented with catalogues and/or reviews of recent work. Such material must accompany the application and will not be accepted if sent separately.

Crafts Apprenticeships

To enable craftsmen to work as apprentices in the studios of master craftsmen, and to cover the cost to the master of taking on the apprentice. The apprenticeships are awarded to make possible a learning situation in which the craftsman by working under the guidance of a master may refine skills, broaden aesthetic awareness, develop and increase technical proficiency, and acquire knowledge of professional management practices.

Eligibility

Category I—Craftsmen may apply for an apprentice fellowship after they have secured the permission of a master craftsman to work in his or her studio.

Or, the master craftsman may apply on behalf of a proposed apprentice.

Master craftsman are individuals who are recognized for their proficiency by the crafts field. They may be self-employed, affiliated with workshops, or employed by industry. The master must have the studio space, facilities, and time to accommodate the apprentice.

Category II—Nonprofit, tax-exempt organizations such as art schools, community art centers, and crafts workshops may apply for support of existing apprenticeship programs. If the master and apprentice agree that the potential of the apprenticeship merits further association, application may be made for a grant in the succeeding year.

Grant amounts

Category I

\$5,000 will be awarded to the apprentice.

Limited funds are available to cover the costs incurred by the master in taking on the apprentice. The master should include a breakdown of these expenses with the application. Matching funds are not required.

Category II

Organizations may apply for up to \$10,000 for two apprentices. Matching funds are required.

Deadline and announcement dates

Applications must be postmarked no later than September 3, 1979. Applicants should not anticipate notification of awards or rejections before April 1980. Projects should not be scheduled to begin before May 1980 and should be carried out during the succeeding twelve months.

Application procedure

Please read the following information carefully.

Category I—Review instructions on page 22 in order to complete the forms entitled Individual Grant Application NEA-2 (Rev.).

Category II—Review instructions on pages 20-21 in order to complete the forms entitled Organization Grant Application NEA-3 (Rev.).

In addition, applicants for Categories I and II should complete the Crafts Supplementary Information Sheet and the white cards and return them with the application.

Applications must be mailed to:

Grants Office
Crafts Apprenticeships
Mail Stop 500
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

All applications must include:

- Ten slides of recent work by the master and ten slides of the apprentice's work. For instructions on how to submit slides see page 22.
- Resumes of the apprentice and master.
- A brief description by the master of the proposed working relationship and outline of the special skills and information which the apprentice might gain. Under Category I, if the master is applying for funds to cover projected expenses incurred in taking on the apprentice, please submit a budget of these costs.
- A letter from the apprentice describing what he wishes to gain from the apprenticeship.

Experience has shown that both master and apprentice can benefit from the existence of a written agreement that clearly sets forth the obligations and responsibilities of both individuals.

Building Arts

This is a new funding category developed in response to growing activity in the visual arts field. It recognizes broadening personal concern among visual artists for the quality of living environments. It is designed to promote the integration of the arts in the construction of permanent buildings and their components. Grants in this category encourage craftsmen and artists to pursue new designs and experiment with materials and techniques for building construction. These grants are awarded for research and planning, not for the actual construction of buildings.

I. Research grants enable craftsmen and artists to develop innovative uses of industrial materials and technology in the design of building components such as hardware, lighting fixtures, bathroom fixtures, tiles, windows, wall and floor surfaces. Projects also may outline new approaches to carpentry, masonry, laminating, sandblasting, pouring concrete, and other methods of building construction.

II. Planning grants enable craftsmen and artists to plan and design buildings and sites. Grantees may collaborate with architects, builders, or industry on specific building projects. Project examples include but are not limited to designs for:

- One-of-a-kind hand-made houses
- Building components or architectural embellishments
- Ecologically provident shelters
- Structures that may have no use other than to enrich the landscape with fine form. Such structures include towers, gazebos, pavilions, caves, columns, pedestals, pools, fountains, waterfalls, parks, plant forms, paved surfaces, fences, and walls.
- Landscapes/earthworks
- Activities that require the use of historical tools and techniques.
- New buildings constructed with traditional techniques which preserve crafts important in American history. Examples of such crafts include: adobe construction, stone-fitting and carving, timber joinery, blacksmith work, plaster work, cast metals, and the building of log cabins, igloos, and tepees. Floating and arboreal dwellings may also be included.

Eligibility

All visual artists.

Grant amounts

Research grants up to \$5,000. Planning grants up to \$5,000.

Apply for one only.

Grants in this category do not require matching funds.

Deadline and announcement dates

Applications must be postmarked no later than January 2, 1980. Applicants should not anticipate notification of awards or rejections before June 1980. Projects should not be scheduled to begin before July 1980 and should be carried out during the succeeding twelve months.

Application procedure

Please read carefully the following information and then review the instructions given on page 22 in order to complete the forms entitled Individual Grant Application NEA-2 (Rev.). In addition, complete the white cards and return them with your application. Craftsmen should also complete and return the Crafts Supplementary Information Sheet on page 43. Applications should be mailed to:

Grants Office
Building Arts
Mail Stop 500
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Please include with your application:

- 10 slides or other documentation of your recent work. For instructions on how to submit slides, see page 22.
- An outline or description of your proposal
- A list of anticipated expenses

A project budget should include the costs for producing a visual record which will be filed with the Endowment upon completion of the proposed work. This record may be presented in its most useful form—slides, photographs, copies of drawings, films as well as written information. The intent is to preserve and make available through the library of the Arts Endowment a permanent record as a resource to the public.

Critics' Fellowships

To enable art critics to set aside time to pursue a specific project that is not feasible in their present circumstances. Smaller fellowships for travel also will be made to critics to expand their knowledge of the current art scene outside their own region.

Eligibility

Art, photography, and experimental film critics of exceptional talent and accomplishment who are published regularly. Crafts critics may submit published or unpublished critical essays.

For the purpose of this program, criticism is defined as the investigation, evaluation, and exposition of contemporary or recent art. Historians of art whose concerns are primarily scholarly should apply for funding to either the Fellowship Division or the Research Grants Division of the National Endowment for the Humanities, Washington, D.C. 20506.

Grant amounts

Critics may apply for either but not both of the fellowship amounts below:

- \$5,000—for specific projects (which may include necessary travel expenses);
- \$1,000—for travel outside the region in which they reside to broaden their general knowledge of the field.

Deadline and announcement dates

Applications must be postmarked no later than May 1, 1979. Applicants should not anticipate notification of awards or rejections before October 1979.

Projects should not be scheduled to begin before November 1979 and should be carried out during the succeeding twelve months.

Application procedure

Please read carefully the following information and then review the instructions given on page 22 in order to complete the forms entitled Individual Grant Application NEA-2 (Rev.). In addition, complete the white cards and return them with your application. Critics involved in crafts projects also should complete and return the Crafts Supplementary Information Sheet on page 43. Fellowship applications must be mailed to:

Grants Office
Critics' Fellowships
Mail Stop 701
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Please submit not more than two recent articles or essays, neither exceeding 5,000 words. We request that you provide the original publications or journals in which the essays appeared. (This material will not be returned). Do not submit interviews. Please indicate on one page (8½" x 11") the specific project you would undertake should you receive a fellowship. Applicants for travel fellowships should indicate the cities or region they intend to visit.

**Artists Spaces
(formerly Workshops/
Alternative Spaces)**

This category is designed to assist organizations that provide visual artists with (1) spaces where they can experiment and create new works, and (2) access to resources, such as exhibition space, not generally available from museums or commercial galleries. Through grants in this category, the Endowment encourages organizations responsive to the needs of the local and national artist community.

Eligibility

Nonprofit, tax-exempt organizations may apply. Generally, these organizations must have been in operation for at least one year. Groups without nonprofit, tax-exempt status should secure sponsorship of an organization with such status. The sponsoring organization must submit the formal application and would be responsible for administering the grant funds. Amateur or adult education groups are not eligible.

Grant amounts

Matching grants of up to \$20,000 will be awarded to support an organization's proposed activities. Additional funds of up to \$10,000 will be awarded on a nonmatching basis for fees and honoraria to artists.

Deadline and announcement dates

Applications must be postmarked no later than September 28, 1979. Applicants should not anticipate notification of awards or rejections before April 1980. Projects should not be scheduled to begin before May 1980 and should be carried out during the succeeding 12 months.

Application procedure

Please read carefully the following information and then review the instructions given on pages 20-21 in order to complete the forms entitled Organization Grant Application NEA-3 (Rev.). In addition, complete the white card and return it with your application.

Organizations must submit:

- Biographies of visual artists using the Artists Space.
- Slides of their work. (See page 22 for detailed instructions concerning slide submission.)
- A brief history of the organization's recent activities.

Organizations with exhibition programs must submit a list of recent exhibitions, current exhibition catalogues or publications, and a description of future exhibition plans.

The Endowment encourages payment of fees and honoraria to artists for exhibitions, projects, performances, and other services. If non-matching support is requested for such costs, please specify the amount under "Other" on page three of the application form as "Direct payments to artists." Also state on page one under VII, "Total amount requested from the National Endowment for the Arts" both the matching and non-matching amounts requested (for example, \$10,000/\$5,000). Attach a separate page to your application specifying how funds for fees and honoraria will be apportioned.

Art in Public Places

This category is designed to make the best contemporary art accessible in public places other than museums, and to provide new challenges and opportunities for American artists of exceptional talent and achievement. In recent years, grants have supported innovative projects for both interior and exterior spaces, and have encouraged an increasing number of mid-career and younger artists.

Applicant organizations may either commission or purchase works by living artists in any medium, including painting, earthworks, sculpture, environmental art, artificial light, video, photography, crafts, conceptual art, and combined media. The art should be appropriate to its site and the surrounding environment, and should be permanently installed. Whenever possible, the artist whose work is selected should participate in the choice and planning of the site.

The Endowment encourages applicants to consider imaginative approaches to a wide range of possible sites: rivers, waterfronts, parks, plazas, airports, subways, roadsides, and public buildings. Privately owned land may be proposed as a site for artwork if it is an area to which the public has free access, such as a housing development or university campus.

Eligibility

Grants are available to cities, towns, other state and local governmental units, state and local arts agencies, universities, and nonprofit tax-exempt organizations.

Grant amounts

Matching grants generally will not exceed \$50,000 for commissioned artwork and \$25,000 for purchases.

Deadline and announcement dates

Letters of intent must be postmarked no later than June 30, 1979. Formal applications must be postmarked no later than January 15, 1980. Applicants should not anticipate notification of awards or rejections before June 1980.

Art in Public Places projects should not be scheduled before June 1980 and generally should be completed within 12 months.

Application procedure

Please read carefully the following information and then review the instructions given on pages 20-21 in order to complete the forms entitled Organization Grant Application NEA-3 (Rev.). In addition, complete the white card and return it with your application.

All applicants must notify the Visual Arts Program, by letter, of their intention to apply for Art in Public Places grants. A panel will review letters of intent and make recommendations to applicants in order to assist them in developing their projects before they submit their final applications. The Visual Arts Program may also suggest further sources of information and consultants where appropriate.

A letter of intent should describe the purpose and scope of your project and your group's responsibilities in the development of the project. The letter must include:

- The names of the artists who are being considered
- Five to seven slides of their recent work, or three slides or photographs of the specific work under consideration for purchase.
- Description and photographs (8" x 10" black and white) and/or 35 mm slides of the site where the artwork is to be located. Slides and photographs should show the site from several angles.
- A description of the process by which the artists will be chosen and the names of those responsible for the selection. The Endowment recommends that nationally recognized experts on contemporary art who have had experience with art in public places be actively engaged in the selection process.

- Estimated project budget and amount of grant request.

The formal application should contain a complete, fully developed description of your project, including:

- Name and brief biography of the artist chosen
- Five slides of the artist's recent work
- Description and photographs of the site
- Description of the process by which the artist was chosen, including the names of the selection panel members
- Evidence of your ability to raise matching funds
- Evidence of support from the appropriate civic authorities and community groups
- Methods by which you propose to inform the community about the visual artist and the artwork
- Composite photograph showing the artwork, in proper scale, as it would appear on the site. Submit this photograph only if the artwork is to be purchased.

Slides and photographs will not be returned to the applicant.

If the artwork is to be purchased, the Endowment grant and matching funds should pay only the cost of the artwork and the cost of transporting it to the site.

If the artwork is to be commissioned, the Endowment grant and matching funds should pay only the artist's fee, the cost of creating the work, the cost of transporting it to the site, and, if applicable, the dealer's fee.

The applicant should pay such additional costs as site preparation, staff salaries, staff travel, and administrative expenses. Such payment will not be considered part of the matching funds. These costs, however, should appear in the budget in order to indicate the total cost of the project.

The National Council on the Arts, acting both on its own initiative and on the recommendation of Visual Arts Program advisory panels, has recommended that a dealer's fee should not exceed ten percent of an artist's fee.

Art in Public Places/Planning Grants for Artists

To generate new options for art in public places, a limited number of planning grants will be awarded to artists. Planning grants should lead artists to explore the challenges of public sites, and develop projects which seek to expand the concept of art in public places. Grants in this category are not awarded for the commissioning, purchase, or installation of artworks.

Projects investigating new materials and techniques for art in public places, and project designs for public spaces are eligible for funding. Artists are encouraged to propose innovative solutions to a wide variety of potential sites, and to consider the larger context of the public situation as well. Project designs should be conceived for specific sites, so that they might suggest possibilities to communities interested in sponsoring art in public places projects.

Both artists who have had experience with art in public places projects, and those who have not been directly involved in public commissions, are encouraged to consider this opportunity.

Eligibility

Visual artists of exceptional talent of any age or aesthetic persuasion. Students are not eligible.

Grant amount

Grants will not exceed \$2,000 and will be awarded to individuals on a non-matching basis.

Deadline and announcement dates

Applications must be postmarked no later than June 30, 1979. Applicants should not anticipate notification of awards or rejections before January 1980. Projects should not be scheduled to begin before February 1980 and should be carried out during the succeeding 12 months.

Application procedure

Please read carefully the following information and then review the instructions given on page 22 in order to complete the forms entitled Individual Grant Application NEA-2 (Rev.). In addition, complete the three white cards and return them with your application.

Applications must be mailed to:
Grants Office
Art in Public Places/Planning Grants for Artists
Mail Stop 500
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Applications must be accompanied by:

- Five to seven slides of recent work (see page 22 for detailed instructions concerning slide submission)
- A description of the intended project
- If a project design is to be developed, photographic documentation and description of the specific site
- A breakdown of anticipated expenses to undertake the planning project.

Every effort will be made to return slides. However, the Endowment will not be responsible for damage or loss.

Final reports should include a narrative description, visual material documenting the project, and estimated cost of implementing proposed works.

Artists, Critics, Photographers, and Craftsmen in Residence

Grants in this category enable art schools, university art departments and other institutions to invite artists, critics, photographers and craftsmen of national reputation for short-term stays to instruct and work with students and faculty while practicing their professions. The Visual Arts Program believes that the circulation of professionals of exceptional talent benefits the students, the faculty, and the visiting artists.

Institutions select the artist, critic, photographer, or craftsman of their choice and work out a mutually acceptable schedule of activities emphasizing contact with students. While new methods are not necessarily better, more inventive ways of bringing this contact about may be desirable: for instance, making the evolution of a work of art itself the teaching situation or engaging the students as assistants in some project or process.

Eligibility

This category is designed for art schools, university art departments, museums, and other arts organizations. Cities and state and community arts agencies also may apply.

Grant amounts

Grants usually will usually not exceed \$2,000 and must be matched. Project budgets generally should include only artists' fees and transportation costs to and from the place of residency.

Deadline and announcement dates

Applications for this program are accepted and grants made throughout the year. However, applications must be received six months before the planned residency will begin. Applicants with projects beginning in the fall must apply by May.

Application procedure

Please read carefully the following information and then review the instructions beginning on pages 20-21 in order to complete the forms entitled Organization Grant Application NEA-3 (Rev.). In addition, complete the white card and return it with your application. Organizations that intend to place a craftsman in residence should also complete the Crafts Supplementary Information Sheet on page 43.

Applications must include a biography and five slides (where applicable) of the work of each intended participant. (See page 22 for detailed instructions on slide submission.)

Services to the Field

This category is designed to assist organizations, artists' groups, and individuals providing services to visual artists. Primary consideration will be given to programs that have a direct and immediate effect on artists' professional lives—especially those that provide financial aid, technical assistance, or funds for materials and equipment.

Also eligible are projects that provide an art community with access to books, periodicals, slides, and other information on contemporary art; and publications that serve a particular region, aesthetic, or need, and contribute to the national dialogue on contemporary art.

In the crafts and photography fields, projects will be considered for the documentation of public or private collections.

Eligibility

Grants are available to nonprofit, tax-exempt organizations and to individuals offering services not being provided by an organization.

Grants generally will not exceed \$10,000. Grants awarded to organizations must be matched; grants to individuals do not require matching funds.

Deadline and announcement dates

Applications must be postmarked no later than December 3, 1979. Applicants should not anticipate notification of awards or rejections before June 1980.

Projects should not be scheduled to begin before July 1980 and should be carried out during the succeeding twelve months.

Application procedure

Please read carefully the following information and then review the instructions beginning on page 20 in order to complete the forms entitled Organization Grant Application NEA-3 (Rev.). Also complete the white card and return it with your application. Individuals should review the instructions on page 22, complete the forms entitled Individual Grant Application NEA-2 (Rev.), and attach a brief description of the project. In addition, complete the white card and return it with your application.

The applicant should demonstrate the need for the proposed project, name the particular constituency to be served, and describe how the availability of these services will be made known to artists. Applications for periodicals or journals should include examples of published material.

Photography Workshops and Spaces

Photography organizations that conduct workshops and related photography programs, or that provide facilities or space in which photographers work or exhibit may apply for support under the Artists Spaces category. For guidelines and instructions for applying, see page 9.

Photography Exhibitions

Grants in this category enable organizations to organize and present photography exhibitions of contemporary or historical significance. This category is also designed to assist with the publication of accompanying exhibition catalogues.

Eligibility

Grants are available to museums, universities, state historical organizations, state arts agencies, libraries, and other non-profit arts organizations capable of undertaking such a project.

Grant amounts

Matching grants of up to \$15,000 for a major exhibition and up to \$7,500 for smaller exhibitions.

Deadline and announcement dates

Applications must be postmarked no later than December 3, 1979. Applicants should not anticipate notification of awards or rejections before June 1980.

Projects should not be scheduled to begin before July 1980 and generally should be carried out during the succeeding twelve months.

Application procedure

Please review the instructions beginning on page 20 and complete the forms entitled Organization Grant Application NEA-3 (Rev.). In addition, complete the white card and return it with the application.

Applications must state:

- The photographer(s) whose work will be exhibited
- The number of photographs to be exhibited
- The period in which the photographs were produced
- Dates of the exhibition
- Plans for circulating the exhibition and, if available, the names of the participating institutions
- The significance of the exhibition to the photography field or to the community in which the exhibition is to be presented
- The professional qualifications of

those organizing the exhibition.

Applications for exhibitions of work by lesser known photographers must include 10 to 15 slides (or copy prints) of their work. For information on how to submit slides, see page 22.

Applications which include expenses for publishing a catalogue should provide:

- A complete breakdown of the catalogue budget
- Physical dimensions of the publication
- Number of pages
- Number of reproductions in black and white and in color
- Number of catalogues to be printed
- Type of paper and binding and method of reproduction
- A summary of the proposed text
- Expected income from sale of the catalogue
- Samples of previously published catalogues (up to three). If more space is needed than is provided on the application form, please include not more than one additional page.

Photography Publications

This category is designed to assist with the publication of outstanding works of historical or contemporary significance in photography; and to provide an appropriate context for reproduction of photographs, publication of research, criticism, and essays on photography, and documentation of the work of little-known photographers of historical significance.

Grants in this category are not intended to support periodicals, research projects, or technical investigations. However, completed research and the results of technical investigations, ready for publication, will be eligible.

Requests for support for exhibition catalogues are considered under Photography Exhibitions.

Eligibility

Grants are available to non-profit, tax exempt organizations including museums, educational institutions, publishing houses, university presses, and historical archives. This category is not open to applications from individuals.

Grant amounts

Matching grants of up to \$20,000.

Deadline and announcement dates

Applications must be postmarked no later than December 3, 1979. Applicants should not anticipate notification of awards or rejections before June 1980.

Projects should not be scheduled to begin before July 1980 and should be carried out during the succeeding twelve months.

Application procedure

Please review the instructions beginning on page 20 and complete the forms entitled Organization Grant Application NEA-3 (Rev.). In addition, complete the white card and return it with your application.

A complete description of the proposed publication should be submitted, including:

- Tentative list of the photographs to be reproduced (and their dates)

- A selection of 10 to 20 slides (or copy prints) of photographs to be reproduced
 - Complete breakdown of the publication budget
 - Physical dimensions of the publication
 - Type of paper, binding, and reproduction method
 - Number of pages
 - Number of photographs to be reproduced in black and white and in color
 - Number of copies to be printed (hard and/or softbound)
 - Description of the text, author, approximate length, and summary
 - Anticipated retail costs, both with and without Endowment support
 - Anticipated income from sale of the publication
 - Professional qualifications of those working on the publication
 - Methods by which the publication will be distributed
 - If available, examples of previously completed publications and/or a dummy of the proposed volume.
- If more space is needed than is provided on the application form, please include not more than one additional page.

Final Reports

Ten copies of the final publication must be sent to the National Endowment for the Arts as part of the required final report.

Photography Surveys

This category enables organizations to commission photographers to undertake projects that are investigatory in nature and which document aspects of American culture or the physical character of a particular city or region.

Applications also will be considered for projects that will research, collect, or catalogue historical photographs that reveal a region's past; or for projects that will combine newly commissioned work and historical photographs.

Upon successful completion of a survey project, organizations may apply for grants to exhibit or publish the results.

Eligibility

Grants are available to nonprofit, tax-exempt photography organizations, educational institutions, museums, historical organizations, archives, libraries, state arts agencies, and other organizations capable of undertaking such a project and insuring the preservation and availability of the photographs.

Photographers who wish to collaborate on a project should secure the sponsorship of a nonprofit, tax-exempt organization. The sponsoring organization must submit the formal application.

Grant amounts

Matching grants of up to \$15,000 will be awarded for photographers' time, travel, and materials during the period in which the survey is being undertaken and for research expenses.

Deadline and announcement dates

Applications must be postmarked no later than September 28, 1979. Applicants should not anticipate notification of awards or rejections before April 1980.

Projects should not be scheduled to begin before May 1980 and should be carried out during the succeeding eighteen months.

Application procedure

Please read carefully the following information and then review the instructions beginning on page 20 in order to complete the forms entitled Organization Grant Application NEA-3 (Rev.). In addition, complete the white card and return it with your application.

Applicants must include a project summary that thoroughly describes the purpose, scope, and all phases of the survey project. If more space is needed than is provided on the application form, include not more than one additional page. Applications must also provide:

- The names and resumes of the photographers working on the project

- The names and professional qualifications of others involved in the project
- The geographic location in which the survey project will be undertaken
- The approximate number of photographs in the final edited version (in both black and white and in color)
- The approximate length of time each photographer will be working on the project
- The amount of the fee to be paid each photographer
- A list of the ideas, topics, or aspects to be covered in the survey
- The institution on the state or local level in which the completed survey will be preserved
- Plans for future exhibition or publication of the survey material.

Applications for projects that involve contemporary photographs must include at least ten slides or photographs by each photographer. Applications for projects that draw on historical photographs must include 15 to 25 slides or copy prints of photographs from the collections under study. Photographs and slides will be returned.

In all instances photographs that result from the survey project should be archivally preserved in an appropriate regional institution.

Final Reports

In addition to the narrative and expenditure reports required at the end of the grant, grant recipients must send one edition of the final edited survey to the Endowment as part of the Final Report. A copy also should be submitted to the regional institution responsible for housing the photographs. In the case of newly commissioned photographs, submit original prints; in the case of existing contemporary or historical photographs, submit copy prints. Thus, survey projects completed under this program will be stored both locally and in a central, national repository.

Crafts Exhibitions

This category is designed to enable organizations to develop crafts exhibitions of contemporary or historical significance and to publish catalogues of lasting value. This year for the first time, grants of up to \$50,000 will be awarded for exhibitions that reflect a high degree of scholarship and promote greater understanding and appreciation of crafts.

Eligibility

Universities, museums, community art centers, crafts associations, state art agencies, and other nonprofit, tax-exempt organizations may apply.

Grant amounts

Matching grants of up to \$50,000 for exhibitions of extraordinary significance and up to \$15,000 for smaller exhibitions. Grants may not be used for purchase awards or the purchase of works for a permanent collection.

Project examples

Examples of projects that might qualify for support include:

- Exhibitions that explore a specific theme
- Exhibitions that bring works of high quality, professional craftsmanship to regions where such works normally are not shown
- One-person exhibitions with monographs
- Crafts exhibitions coordinated with crafts workshops
- Borrowing of significant crafts exhibitions from other organizations. If the exhibition to be borrowed was originally funded by the Arts Endowment, only organizations *not* listed as participating institutions in the original circulation budget of the exhibition may request support for transportation, rental, and insurance costs.
- Planning and research for exhibitions and catalogues
- Exhibition catalogues.

Deadline and announcement dates

Applications must be postmarked no later than September 28, 1979. Applicants should not anticipate notification of awards or rejections before April 1980. Projects should not be scheduled to begin before May 1980 and should be carried out during the succeeding twelve months.

Application procedure

Please read carefully the following information and then review the instructions beginning on page 20 in order to complete the forms entitled Organization Grant Application NEA-3 (Rev.). In addition, complete the Crafts Supplementary Information Sheet and the white card, and return them with your application.

Applicants must provide evidence of their ability to carry out the planned exhibition. Send budgets of previous exhibitions, if available. Applications also must include:

- Locations and dates of exhibition. If the Endowment grant will be used to send the exhibition to other institutions, supply a list of those institutions.
- Names and resumes of persons responsible for organizing the exhibition
- Names and resumes of persons preparing and writing the catalogue
- Estimated number of works to be shown
- Names of all craftsmen whose works will be exhibited and slides of their work if available. If the names are not known, supply information on the method of selecting the craftsmen. If jurors will be used, send their names.
- Catalogue information, if applicable. This should include an outline of the proposed text, estimated number of pages and photographs, number of copies to be printed, catalogue budget, and, if available, samples of two catalogues produced by your organization during the past two years.
- Description of the insurance arrangements and security measures that will be undertaken to protect the exhibited works
- Description of methods that will be employed to inform the public about the works being shown.

The Endowment strongly suggests that organizations requesting support for competitive exhibitions should not charge entry fees.

Crafts Workshops and Master Classes

This category is designed to help organizations sponsor workshops and master classes, where nationally recognized craftsmen meet with their professional peers and advanced students to experiment, collaborate, share ideas, or produce new works. As defined here, a workshop or master class is a short-term experience during which the participants concentrate on a specific theme or project.

Applicants seeking grants for long-term crafts workshops should apply under the category "Artists Spaces."

Eligibility

Nonprofit, tax-exempt organizations may apply. Such organizations include crafts collaboratives, art schools, community art centers, universities, museums, and parks. The regular educational curricula of organizations will not be funded.

Grant amounts

Matching grants of up to \$15,000.

Deadline and announcement dates

Applications must be postmarked no later than September 28, 1979.

Applicants should not anticipate notification of awards or rejections before April 1980.

Projects should not be scheduled to begin before May 1980 and should be carried out during the succeeding twelve months.

Application procedure

Please read carefully the following information and then review the instructions beginning on page 20 in order to complete the forms entitled Organization Grant Application NEA-3 (Rev.). In addition, complete the Crafts Supplementary Information Sheet and white card and return them with the application.

Please submit with your applications:

- Brief biographies of those leading the workshop or master class
- Five slides of recent work by each leader.

Other Endowment Programs of Interest

Exchange Fellowship Programs

Ten fellowships for work and study in foreign lands—five in the United Kingdom and five in Japan—are awarded each year to mid-career American artists (including the visual and performing arts) who show potential to become leaders in their fields. Five British and five Japanese artists will pursue their disciplines in the United States.

The British program, administered by the National Endowment for the Arts, the International Communication Agency, and the British Council, will continue through 1981. The Japanese program, administered by the Arts Endowment, the Japan-United States Friendship Commission, and Japan's Agency for Cultural Affairs will continue through 1983.

Fellowships are awarded for six to nine consecutive months of residence in the United Kingdom or Japan.

Period of activity should not be scheduled to begin before September of 1981 and should be carried out through August of 1982.

Fellowship amounts

Each fellow will receive a monthly stipend of \$1,600 and round-trip transportation. Additional funds may be made available for extraordinary expenses directly associated with the fellowship.

Application procedure

Artists applying under any Visual Arts Program fellowship category will automatically be eligible for consideration for both exchange programs. However, if you are interested only in the foreign exchange programs, please so indicate on your application and also specify the country of your preference in the upper right-hand corner of the application.

Please follow application procedures for Visual Arts fellowship programs: page 2 (artists), page 4 (craftsmen), and page 3 (photographers).

All applicants should be advised that the exchange opportunities for visual artists are limited. In the past three years three individuals from the entire artists, crafts, and photography fields have been selected. The Visual Arts Program fellowship advisory panels will recommend one or two artists in each fellowship category for consideration by the American Selection Committees.

Only recommended artists will be notified. This notification will follow the same time schedule as the announcement dates of each of the fellowship programs. A representative of each American Selection Committee will write to recommended artists to obtain additional information.

Recommendation for a US/UK or US/Japan Fellowship will not affect your application for a Visual Arts Program Fellowship.

For further information please contact the Visual Arts Program, National Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506.

Challenge Grants

The Challenge Grant Program is designed to encourage cultural organizations to become financially stable, particularly through finding new sources of continuing support.

Challenge Grants are available to institutions or groups of institutions that have shown a commitment to aesthetic excellence and have programs of national or regional impact. Most recipients of Challenge Grants are already grantees of the National Endowment for the Arts.

Organizations receiving Challenge Grants must match every federal dollar with at least three dollars from other sources. Grants are awarded on a one-time-only basis, but may be spread over three years.

The Challenge Grants and matching funds are used primarily at the discretion of the grantee. Possible uses of Challenge Grants are:

- To meet increasing operating costs
- To eliminate debts
- To start or increase a cash reserve or an endowment fund
- To make capital improvements for cultural facilities
- To help a special one-time project that promises to strengthen the organization and generate contributions from new sources or increased funds from old sources.

For more information, write:
Challenge Grants
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Application Information for Organizations

Eligibility: Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

1. *Are tax exempt.* Organizations qualifying for this status must meet the following criteria: (1) No part of net earnings may benefit a private stockholder or individual; (2) donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status must be submitted with each application.
2. *Comply with Title VI of the Civil Rights Act of 1964 and with the Rehabilitation Act of 1973, as amended.* Together these laws bar discrimination on the basis of race, color, national origin, or personal handicap in federally assisted projects.

Individuals and organizations must file an "Assurance of Compliance" form with the Grants Office of the National Endowment for the Arts. (A form is provided in the back of this book.)

3. *Comply with parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations* which specify that organizations must compensate all professional personnel, laborers, and mechanics on Arts Endowment supported projects in accordance with applicable labor standards, or their equivalent, as recognized by the appropriate union.

How To Apply

All applicant organizations must submit three copies of Organization Grant Application NEA-3 (Rev.). One copy should be the typed original signed by the appropriate official. All applications and their accompanying supplemental information should be sent to:

Grants Office
(Category you are applying for)
Mail Stop 500
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Applicants must also submit a copy of the Internal Revenue Service determination letter for tax exempt status, a signed copy of the Assurance of Compliance form, if not previously submitted, and any supplementary material required by the specific category.

Final Reports

At the conclusion of the grant period, all organizations are required to submit the following:

Final descriptive report:

Two copies of a detailed narrative report, including appropriate visual documentation, describing what was accomplished with Endowment funds during the grant period. Specific instructions on how to prepare the report will accompany the grant letter.

Final expenditure report:

An accounting of total project expenditures, to be submitted on the Financial Status Report form which will accompany the grant letter.

Instructions for Completing Organization Grant Application

These instructions are keyed to the numbered sections of the application form.

I. The name of the applicant organization as provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the applicant organization as a unit of either state or local government.

II. Program Category under Which Support Is Requested.

Please indicate the appropriate category:

- Art in Public Places
- Artists Spaces
- Artists, Critics, Photographers and Craftsmen in Residence
- Crafts Apprenticeships
- Crafts Exhibitions
- Crafts Workshops and Master Classes
- Photography Exhibitions
- Photography Publications
- Photography Surveys
- Services to the Field

III. Period of Support Requested

is the span of time necessary to plan, execute, and close out the proposed project. Generally the Endowment limits its financial participation in any project to 12 months or less. A project should not begin before the starting date indicated on the Application Deadline Calendar.

IV. Summary of Project Description

must be limited to the description of the project for which financial support is requested. The project description must be as clear and concise as possible, stating the intent and purpose of the proposal, and must be contained in the space provided. Project description should include where appropriate the names of key personnel. Applicants must indicate if they have received previous support

from any Endowment Program, or if they have other applications under Endowment review.

Please review the section called "Application Procedure" for the appropriate category of funding for specific information to be included in the summary of project description. If all pertinent information can not be included in the space provided on the application form, attach no more than one additional 8½" x 11" page.

Additional information such as catalogues, brochures, photographs, biographies, or slides may be required with the application. See specific program categories for instructions on submission of supportive materials.

V. Estimated Number of Individuals Expected to Benefit from This Project

is the total audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly.

VI. Summary of Estimated Costs

is a recapitulation of direct costs and indirect costs as shown on pages two and three of the application form. See Section IX for further explanation.

VII. Total Amount Requested from the Arts Endowment.

The amount requested should be rounded to the nearest ten dollars. The Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources. If the applicant is applying for a Treasury Fund grant, the amount shown must include restricted gifts contributed to the Endowment.

VIII. Organization's Fiscal Activity

- A. Expenses including Endowment projects funded and anticipated.
- B. Revenues, grants, and contributions, including Endowment grants received and anticipated.

IX. Budget Breakdown of Estimated Cost

A. *Direct costs* are those which can be specifically identified with the project.

1. *Salaries and Wages* must be estimated at rates not lower than the prevailing minimum compensation as set out in the Code of Federal Regulations. Copies will be sent on request. Fringe benefits may be included here only if not included as indirect costs.

2. *Supplies and Materials* include consumable supplies, raw materials for the fabrication of project items, and items costing less than \$300 or with an estimated useful life of less than one year.

3. *Travel* must be estimated according to applicant's established travel practice, providing that the travel cost is reasonable and all travelers use jet economy air coach accommodations. Foreign travel is not authorized unless it is included in the budget.

4. *Permanent equipment* includes purchase equipment costing over \$300 with an estimated useful life of one year or more. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.

5. *Other* includes consultant and artist fees, honoraria, contractual services, rental of space or equipment, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. *Indirect costs* are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, 2401 E St., N.W., Washington, D.C. 20506 or another federal agency. A copy of the agreement must accompany the application. (No materials will be returned.)

X. Contributions, Grants, and Revenues. Specify all sources of matching funds.

A. *Contributions include:* (1) all anticipated cash donations for this project, except direct donations to the Endowment and (2) in-kind contributions at the fair-market value or pro rata share of the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project cost.

B. *Grants* include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specific purpose.

C. *Revenues* include all funds, regardless of source, expected to be used on this project.

XI. State Arts Agency Notification

urges each applicant to advise his state arts agency that this application is being made.

XII. Certification. The application must be signed by an official with authority to legally bind the applicant organization. In addition, please type name, title, and telephone number of the authorizing officials, project director, and payee under the signatures. In the case of universities, applications must be submitted under the signature of the appropriate authorizing official designated by the university.

The Privacy Act of 1974 requires us to furnish you with the following information: The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

Application Information for Individuals

General Instructions

Individuals applying to the Endowment must use the form entitled Individual Grant Application NEA-2 (Rev.) printed on pages 23-28. Application forms must be submitted in triplicate.

Fellowship applications with all supporting material and the three completed white cards must be sent to:

Grants Office

(Category you are applying for)

Mail Stop 701

National Endowment for the Arts

2401 E Street, N.W.

Washington, D.C. 20506

All other applications from individuals, with supporting material and the three completed white cards, must be sent to:

Grants Office

(Category you are applying for)

Mail Stop 500

National Endowment for the Arts

2401 E Street, N.W.

Washington, D.C. 20506

In completing the application forms the following items require clarification:

1. Please indicate the appropriate category under which support is requested:

Artist's Fellowship

Photographer's Fellowship

Craftsman's Fellowship

Crafts Apprenticeship

(Category I)

Crafts Projects

Building Arts

Critics Fellowship

Services to the Field

Art in Public Places/Planning

Grants to Artists

Ordinarily, grants are made only to U.S. citizens or permanent residents of the United States.

2. Discipline or Medium

Applications are reviewed according to media or discipline. Examples: video, conceptual, painting, ceramics, fibres, glass, lithography, etching.

3. Period of Support Requested

This should be the time span during which the activity will occur which will generally not exceed a year.

Consult the Application Deadline Calendar on the inside front cover for appropriate starting date.

Supporting material is required for all individual applications. Please refer back to the appropriate funding category ("Application Procedure") for specific requirements.

Taxability

The Internal Revenue Code provides that certain fellowships to individuals who are not candidates for degrees are tax deductible, but only up to a certain amount and for a limited period of time. The Endowment cannot advise you as to the deductibility of all or any portion of a fellowship, should one be awarded to you. Advice should be obtained from your own tax counselor or local Internal Revenue office.

Final Reports

Fellowship Recipients

At the conclusion of the grant period, fellowship recipients are required to submit two copies of a one-page statement indicating how the grant was useful to them. Specific instructions on how to prepare the report will accompany the grant letter.

Other Individual Grant Recipients

At the conclusion of the grant period, individual grant recipients under Services to the Field, Art in Public Places/Planning Grants for Artists, Crafts Projects, Building Arts, and Crafts Apprenticeships categories are required to submit the following:

Final Descriptive Report:

Two copies of a detailed narrative report, including appropriate visual documentation, describing what was accomplished with Endowment funds. Specific instructions on how to prepare the report will accompany the grant letter.

Final Expenditure Report:

An accounting of total project expenditures, to be submitted on the Financial Status Report form which will accompany the grant letter.

Requirements for Submission of Slides

All slides should be 35mm (suitable for carousel projection) and must be placed in 9" x 11" clear plastic sheets for easy handling. Do not submit glass slides. Please indicate on each slide casing:

- name
- title of work
- date of work
- medium
- dimensions in inches (height preceding width preceding depth)
- top of work.

Fellowship applicants should refer to the specific instructions for submission of slides under the appropriate category.

<div><div>Individual Grant Application</div><div>National Endowment for the Arts</div></div> <div>Visual Arts Program</div>		
Fellowship Applications must be submitted in triplicate and mailed to the Grants Office (Mail Stop 701) National Endowment for the Arts, Washington, D.C. 20506		
Category under which support is requested:		
Name (last, first, middle initial)	U.S. Citizenship Yes No Visa Number	
Present mailing address/phone	Professional field or discipline	
	Birth Date Place of Birth	
Permanent mailing address/phone	Period of support requested	
	Starting month day year	
	Ending month day year	
Career summary or background		
Amount requested from National Endowment for the Arts \$_____		

Education				
Name of Institution		Major area of study	Inclusive dates	Degree
Fellowships or grants previously awarded				
Name of award		Area of study	Inclusive dates	Amount
Prizes/Honors received		Membership Professional Societies		
Present employment				
Employer	Position/Occupation		Total income last calendar year	
<p>I certify that the foregoing statements are true and complete to the best of my knowledge. Should a grant result from my application, grant funds will be used to advance my career in a fashion consistent with my previous performance as shown by my slides and other supportive material.</p> <p>Signature of applicant _____ Date _____</p>				

**Individual Grant Application
National Endowment for the Arts****Visual Arts Program**

Fellowship Applications must be submitted in triplicate and mailed to the Grants Office (Mail Stop 701) National Endowment for the Arts, Washington, D.C. 20506

Category under which support is requested:

Name (last, first, middle initial)**U.S. Citizenship**

Yes

No

Visa Number

Present mailing address/phone**Professional field or discipline****Birth Date****Place of Birth****Permanent mailing address/phone****Period of support requested****Starting**

month

day

year

Ending

month

day

year

Career summary or background**Amount requested from National Endowment for the Arts \$_____**

Education			
Name of institution		Major area of study	
Inclusive dates		Degree	
Fellowships or grants previously awarded			
Name of award		Area of study	
Inclusive dates		Amount	
Prizes/Honors received		Membership Professional Societies	
Present employment			
Employer		Position/Occupation	
Total income last calendar year			
<p>I certify that the foregoing statements are true and complete to the best of my knowledge. Should a grant result from my application, grant funds will be used to advance my career in a fashion consistent with my previous performance as shown by my slides and other supportive material.</p> <p>Signature of applicant _____ Date _____</p>			

<div>Individual Grant Application</div> <div>National Endowment for the Arts</div>		<div>Visual Arts Program</div>	
<div>Fellowship Applications must be submitted in triplicate and mailed to the Grants Office (Mail Stop 701) National Endowment for the Arts, Washington, D.C. 20506</div>		<div>Category under which support is requested:</div>	
<div>Name (last, first, middle initial)</div>	<div>U.S. Citizenship</div> <div>YesNoVisa Number</div>		
<div>Present mailing address/phone</div>	<div>Professional field or discipline</div>		
	<div>Birth DatePlace of Birth</div>		
<div>Permanent mailing address/phone</div>	<div>Period of support requested</div>		
	<div>Starting</div>		
	<div>monthdayyear</div>		
	<div>Ending</div>		
	<div>monthdayyear</div>		
<div>Career summary or background</div>			
<div>Amount requested from National Endowment for the Arts \$</div>			

Education			
Name of institution			
Major area of study			
Inclusive dates			
Degree			
Fellowships or grants previously awarded			
Name of award			
Area of study			
Inclusive dates			
Amount			
Prizes/Honors received			
Membership Professional Societies			
Present employment			
Employer		Position/Occupation	
Total income last calendar year			
<p>I certify that the foregoing statements are true and complete to the best of my knowledge. Should a grant result from my application, grant funds will be used to advance my career in a fashion consistent with my previous performance as shown by my slides and other supportive material.</p> <p>Signature of applicant _____ Date _____</p>			

Organization Grant Application
National Endowment for the Arts

Applications must be submitted in triplicate and mailed to the
 Grants Office (Mail stop 500), National Endowment for the Arts,
 Washington, D.C. 20506

I. Applicant organization
 (name and address with zip)

II. Visual Arts Program Category under which support is requested

III. Period of support requested

Starting

month day year

Ending

month day year

IV. Summary of project description

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

Total costs of project
 (rounded to nearest ten dollars)

\$

A. Direct costs

Salaries and wages

Fringe benefits

Supplies and materials

Travel

Special

Other

Total direct costs

\$

B. Indirect costs

\$

Total project costs

\$

VII. Total amount requested from the National Endowment for the Arts

\$

VIII. Organization total fiscal activity

Actual most recent fiscal period

Estimated for next fiscal period

A. Expenses

1. \$

2. \$

B. Revenues, grants & contributions

1. \$

2. \$

Do not write in this space

Evaluation of prior year(s)' projects

1 2 3 4

Pys \$ Cps \$

Audit report

1 2

A. Direct costs

1. Salaries and wages

1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 26

Amount \$

\$	Total salaries and wages
\$	Add fringe benefits
\$	Including fringe benefits

Amount \$

Total supplies and materials \$ _____

Transportation of personnel

Amount \$

Total transportation of personnel _____\$

\$

\$	Total subsistence
\$	Total travel

IX. Budget breakdown of summary of estimated costs (continued)

4. Permanent equipment

(list each item separately)

Amount

\$

Total special

\$ _____

5. Other

(list each item separately)

This section must be completed on every application.

Amount

\$

[illegible]**Total other**

\$_____

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Rate _____ %

Base \$ _____

Amount

\$_____

X. Contributions, grants, and revenues (for this project)

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

Amount

9

2. In-kind contributions (list each major item)

Total contributions

\$_____

B. Grants (do not list anticipated grant from the Arts Endowment)

Amount

3

Total grants

\$_____

C. Revenues

Amount

9

Total revenues

§ _____

Total contributions, grants, and revenues for this project

\$ _____

XI. State Arts Agency notification
The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.
Have you done so? _____ Yes _____ No

XII. Certification
We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.
Authorizing official(s)

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

* If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

1. Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?

2. Have you summarized the project description in the space provided?

3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?

4. Have you provided required detail under Other Support section?

5. Has the application been signed and dated in appropriate places?

6. Have you filed an Assurance of Compliance form?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

**Organization Grant Application
National Endowment for the Arts**

Applications must be submitted in triplicate and mailed to the
Grants Office (Mail stop 500), National Endowment for the Arts,
Washington, D.C. 20506

I. Applicant organization
(name and address with zip)

II. Visual Arts Program Category under which support is requested

III. Period of support requested

Starting

_____ month _____ day _____ year

Ending

_____ month _____ day _____ year

IV. Summary of project description

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

A. Direct costs

Total costs of project
(rounded to nearest ten dollars)
\$ _____

Salaries and wages _____

Fringe benefits _____

Supplies and materials _____

Travel _____

Special _____

Other _____

Total direct costs \$ _____

B. Indirect costs _____ \$ _____

Total project costs \$ _____

VII. Total amount requested from the National Endowment for the Arts

\$ _____

VIII. Organization total fiscal activity

Actual most recent fiscal period

Estimated for next fiscal period

A. Expenses 1. \$ _____

2. \$ _____

B. Revenues, grants & contributions 1. \$ _____

2. \$ _____

Do not write in this space

Evaluation of prior year(s)' projects

1 2 3 4

Pys \$ _____ Cps \$ _____

Audit report

1 2

A. Direct costs

Tile and/or type

Amount \$

	\$
	\$
	\$

Amount \$

	\$

Transportation of personnel		No. of travelers
1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24
25	26	27
28	29	30
31	32	33
34	35	36
37	38	39
40	41	42
43	44	45
46	47	48
49	50	51
52	53	54
55	56	57
58	59	60
61	62	63
64	65	66
67	68	69
70	71	72
73	74	75
76	77	78
79	80	81
82	83	84
85	86	87
88	89	90
91	92	93
94	95	96
97	98	99
100	101	102
103	104	105
106	107	108
109	110	111
112	113	114
115	116	117
118	119	120
121	122	123
124	125	126
127	128	129
130	131	132
133	134	135
136	137	138
139	140	141
142	143	144
145	146	147
148	149	150
151	152	153
154	155	156
157	158	159
160	161	162
163	164	165
166	167	168
169	170	171
172	173	174
175	176	177
178	179	180
181	182	183
184	185	186
187	188	189
190	191	192
193	194	195
196	197	198
199	200	201
202	203	204
205	206	207
208	209	210
211	212	213
214	215	216
217	218	219
220	221	222
223	224	225
226	227	228
229	230	231
232	233	234
235	236	237
238	239	240
241	242	243
244	245	246
247	248	249
250	251	252
253	254	255
256	257	258
259	260	261
262	263	264
265	266	267
268	269	270
271	272	273
274	275	276
277	278	279
280	281	282
283	284	285
286	287	288
289	290	291
292	293	294
295	296	297
298	299	300
301	302	303
304	305	306
307	308	309
310	311	312
313	314	315
316	317	318
319	320	321
322	323	324
325	326	327
328	329	330
331	332	333
334	335	336
337	338	339
340	341	342
343	344	345
346	347	348
349	350	351
352	353	354
355	356	357
358	359	360
361	362	363
364	365	366
367		

	\$

No. of days

\$

\$

\$

IX. Budget breakdown of summary of estimated costs (continued)**4. Permanent equipment**

(list each item separately)

Amount

\$

Total special

\$ _____

5. Other

(list each item separately)

This section must be completed on every application.

Amount

\$

Total other

\$ _____

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Rate _____ %

Base \$ _____

Amount

\$ _____

X. Contributions, grants, and revenues (for this project)**A. Contributions****1. Cash (do not include direct donations to the Arts Endowment)**

Amount

\$

2. In-kind contributions (list each major item)

Total contributions

\$ _____

B. Grants (do not list anticipated grant from the Arts Endowment)

Amount

\$

Total grants

\$ _____

C. Revenues

Amount

\$

Total revenues

\$ _____

Total contributions, grants, and revenues for this project

\$ _____

XI. State Arts Agency notification
The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.
Have you done so? _____ Yes _____ No

XII. Certification
We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.
Authorizing official(s)

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director
Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature _____
Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

* If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

1. Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?
 2. Have you summarized the project description in the space provided?
 3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?
 4. Have you provided required detail under Other Support section?
 5. Has the application been signed and dated in appropriate places?
 6. Have you filed an Assurance of Compliance form?
- A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

<div>Organization Grant Application</div> <div>National Endowment for the Arts</div> <div>Applications must be submitted in triplicate and mailed to the Grants Office (Mail stop 500), National Endowment for the Arts, Washington, D.C. 20506</div>			
I. Applicant organization (name and address with zip)		II. Visual Arts Program Category under which support is requested	
		III. Period of support requested	
		Starting	Ending
		month day year	month day year
IV. Summary of project description			
V. Estimated number of persons expected to benefit from this project			
VI. Summary of estimated costs (recapitulation of budget items in Section IX)			
A. Direct costs		Total costs of project (rounded to nearest ten dollars)	
Salaries and wages		\$	
Fringe benefits			
Supplies and materials			
Travel			
Special			
Other			
		Total direct costs	\$
B. Indirect costs			\$
		Total project costs	\$
VII. Total amount requested from the National Endowment for the Arts			
		\$	
VIII. Organization total fiscal activity		Actual most recent fiscal period	Estimated for next fiscal period
A. Expenses		1. \$	2. \$
B. Revenues, grants & contributions		1. \$	2. \$
Do not write in this space			
Evaluation of prior year(s)' projects		Audit report	
1 2 3 4		1 2	
Pys \$		Cps \$	

IX. Budget breakdown of summary of estimated costs (continued)

4. Permanent equipment

(list each item separately)

Amount

\$

Total special

\$

5. Other

(list each item separately)

Amount

\$

This section must be completed on every application.

Total other

\$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Amount

Rate _____ %

Base \$ _____

\$

X. Contributions, grants, and revenues (for this project)

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

Amount

\$

2. In-kind contributions (list each major item)

Total contributions

\$

B. Grants (do not list anticipated grant from the Arts Endowment)

Amount

\$

Total grants

\$

C. Revenues

Amount

\$

Total revenues

\$

Total contributions, grants, and revenues for this project

\$

XI. State Arts Agency notification
The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.
Have you done so? Yes _____ No _____

XII. Certification
We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.
Authorizing official(s)

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

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Check List

1. Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?
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 4. Have you provided required detail under Other Support section?
 5. Has the application been signed and dated in appropriate places?
 6. Have you filed an Assurance of Compliance form?
- A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.



**Assurance of Compliance With National Foundation on the Arts and the Humanities
Regulations Under Title VI of the Civil Rights Act of 1964**

_____(hereinafter called the "Applicant") **Hereby Agrees That** it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and all requirements imposed by or pursuant to the Regulations of the National Foundation on the Arts and the Humanities (45 C.F.R. Part 1110) issued pursuant to that Title, to the end that, in accordance with Title VI of that Act and the regulations, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Foundation; and **Hereby Gives Assurance That** it will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Foundation, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Foundation.

This Assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Foundation, including installment payments after such date on account of applications for Federal financial which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signature appears below is authorized to sign this assurance on behalf of the Applicant.

(Applicant)

Applicant's mailing address

By (President, Chairman of the Board, or comparable authorized official)

Dated _____

Assurance Explanation

The Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance. Subject to certain exceptions, Title IX of the Education Amendment of 1972 prohibits the exclusion of persons on the basis of sex from any educational program or activity receiving federal assistance.

Regulations of the National Foundation of the Arts and the Humanities (NFAH) require, as a condition to the approval of a grant, that the applicant execute the "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The applicant referred to in the form is the organization, whose chief executive officer should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned to the NFAH. Once a properly executed form has been filed, it will serve as the assurance for all future applications to NFAH.

Crafts Supplementary Information Sheet

Please complete and return this sheet with your application if you are a craftsman or you are applying for a project which involves crafts. (Please type or print clearly.)

Category for which you are applying:

Craftsmen's Fellowship	_____ (JA)	Building Arts	_____
Craft Workshops and		Critics' Fellowships	_____ (JE)
Master Classes	_____ (JB)	Artists, Critics, Photographers	
Crafts Apprenticeship	_____ (JC)	and Craftsmen in Residence	_____ (JF)
Crafts Exhibitions	_____ (JD)	Services to the Field	_____ (JG)

For Individual Craftsmen only:

Name _____
Last First Middle

Address _____
City State Zip Code

Age _____

My craft is: Functional Non-Functional

Medium: Clay Plastic Leather Glass Fiber Metal Wood Other
(check only one)

For Organizations only:

Name of Organization _____

Name of Authorizing Official _____
Last First Middle

Address _____
City State Zip Code

Type of Organization:

School	_____ (J5)	Craft Association	_____ (J7)
Museum	_____ (J6)	Crafts Gallery	_____ (J8)
Art Center	_____ (J6)	Other	_____ (J4) (specify) _____

For Endowment Use Only

FY 80 Code: J4 J5 J6 J7 J8

All applicants should address the reverse side of this card and state on the line below the category for which they are applying.

Individuals should submit all 3 cards.

Organizations should submit only the top card.

Return of this card to you indicates receipt of the application by the Visual Arts Program.

Application Number: _____

Important: Please complete both sides of this card and the one below.

Visual Arts Program

Name _____
Last First Middle

* Address _____

_____ City State Zip Code

Age _____ Medium

Visual Arts Program

Name _____
Last First Middle

* Address _____

_____ City State Zip Code

Age _____ Medium

* Notification will be sent to this address.

National Endowment
for the Arts
Washington, D.C. 20506
Official Business

Postage and Fees Paid
National Endowment for the Arts



Check one only:

- ☐ Artists' Fellowships
- ☐ Photographers' Fellowships
- ☐ Craftsmen's Fellowships
 - ☐ Functional
 - ☐ Non-Functional
- ☐ Crafts Projects
- ☐ Building Arts
- ☐ Crafts Apprenticeships
- ☐ Critics' Fellowships
- ☐ Art in Public Places/Planning Grants for Artists

Check one only:

- ☐ Artists' Fellowships
- ☐ Photographers' Fellowships
- ☐ Craftsmen's Fellowships
 - ☐ Functional
 - ☐ Non-Functional
- ☐ Crafts Projects
- ☐ Building Arts
- ☐ Crafts Apprenticeships
- ☐ Critics' Fellowships
- ☐ Art in Public Places/Planning Grants for Artists

National Endowment for the Arts
2401 E. Street, NW
Washington, DC 20506

Official Business

Postage and Fees Paid
National Endowment for the Arts

